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# Welcome to...

# Assessment Cycles

# Welcome and Introductions

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# Course Prerequisites

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- ✓ Change Discussions
- ✓ RWD SAP 4.6C



# Course Objectives



- At the end of this course, individuals should be able to use SAP to:
  - Record Consumption Quantities for Tracing Factors
  - Establish and Maintain Assessment Cycles
  - Perform Cost Allocations and Period-End Processing
  - Analyze Cost Pool Reports



# Benefits of Assessment Cycles



- Benefits of completing Assessment Cycles in SAP include:
  - Increased flexibility in allocating based on planned or actual consumption to projects using tracing factors
  - Greater accuracy of allocations when using actual consumption data
  - Traceability to the Project of the cost pool that performed the service for which they are being charged



# Course Schedule



<u>Agenda Item</u>	<u>Time (hr)</u>
1. Introduction	00:10
2. Background	00:10
3. Topic 1: Record Plan and Actual Consumption Quantities	01:00
4. Topic 2: Create and Maintain Assessment Cycle	01:00
5. Topic 3: Periodic Processing	01:00
6. Topic 4: Cost Pool Reports	00.30
7. End of Course Review/Feedback	00:10
<b>Total Course Time</b>	<b>04:00 hrs</b>



# Course Structure



- Process Flows
  - Overview of key business processes and related SAP concepts
- Demonstrations
  - Trainer-led examples of key SAP transactions
- Exercises
  - Real-life business tasks using Core Financial business procedures
- Training Course Feedback
  - Assessment of course effectiveness using the Training Evaluation Form



# On-Line Quick Reference



- Purpose of the On-Line Quick Reference (OLQR) tool:
  - Provide procedures, job aids, and Help content via the Intranet
  - Assist during and after Instructor-Led Training (ILT) and Web-Based Training (WBT)





# Prepare Your Workspace

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- Take a few minutes to prepare your training workspace:
  - Review the reference materials, become familiar with the content
  - Logon to SAP R/3



# Background Knowledge

# Background Knowledge



- Key Definitions:

- **Assessment Cycle** – Cycle that is processed monthly to allocate costs from sender cost objects to receiving cost objects.
- **Carrier Account** – Current NASA process for a single source of funding used to fund contracts from the Standard Hierarchy to represent the Cost Pool Structure.
- **Cost Pool** – An Agency-defined method of collecting and distributing costs for indirect activities to a particular program, project, or subproject. Indirect costs fall into two categories: Service Pool, and General and Administrative (G&A).
- **Tracing Factor** – User-defined key for determining cost and quantity assignments in periodic allocation (consumption data).



# Background Knowledge



- Key Definitions:

- **Plan Consumption** – Tracing factor defined based on planned or estimated usage.
- **Actual Consumption** – Tracing factor defined based on actual usage and updated based on current activity.
- **Distribution Key (DK)** – Allows for an automated distribution of planned usage over a multiple of periods
- **Full Time Equivalent (FTE)** – Represents the full number of hours an average civil servant is available to work. Includes number of productive hours, holidays, and leave.
- **Work Year Equivalent (WYE)** – Represents the productive hours an average contractor's employee is available to work.



# Background Knowledge



- Key Definitions:

- **Sender Cost Object** – Cost center of cost pool that collects cost to be allocated to receiving cost object.
- **Receiving Cost Object** – Benefiting Project WBS or cost center element to which allocations are made from sender cost objects.
- **Fund** – Appropriation/Fund Source/Program Year/Fund Type of the Sender and Receiver.
- **Segments** – Elements of an assessment cycle that identify allocation rules for senders and receivers.



# Background Knowledge



- Key Definitions:

- **Cost Center Groups** – Groups created of multiple cost centers in SAP to group cost to be allocated from the sender, or to group cost centers that will be receiving the allocation.
- **Project WBS Groups** – Groups created of multiple Project WBS elements in SAP that will receive cost from the sender in a specific segment.
- **Secondary Cost Element** – Identifies cost from the allocations at the level of visibility required by the Projects (e.g., cost pool, sub-pool, labor, travel, etc.).



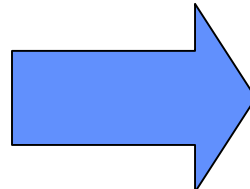
# Background Knowledge



## Differences between SAP and the previous system:

### Old system:

- No standard agency-wide method for tracking actual consumption data
- Methods of allocation differ agency-wide, often solely based on percentage



### SAP system:

- SAP has the capability to track actual consumption data in addition to planned consumption data
- Tracing factors in SAP provide multiple options for allocation, such as:
  - Fixed rate
  - Fixed portions
  - Variable portions

# Background Knowledge



- Cost Pools in IFMP
  - Current Carriers that crosswalk to one of the standard pools identified in the Yellow Book (Agency Full Cost Guide) will be converted to SAP
- Carrier Accounts will be referred to as Cost Pools in IFMP
- Cost Centers will be established in the Standard Hierarchy for all Pools
- These Cost Centers will be identified as Cost Pools through the Alternate Hierarchy Group called “NASAPOOLS”





# Background Knowledge



## Agency Cost Pool Structure

MSFC Alternate Hierarchy	Interim MSFC Cost Center Group	MSFC Cost Centers	Secondary Cost Elements	Description
62CORPGA			9000.1000	Corporate General & Administrative
62CTRGA	62992 62998	62MPSXX* 62INV	9000.2000 9000.2200	Center General & Administrative
62FACPOOL	62997 62994	62FAC 62PROP	9000.3000 9000.3100	Facilities Service Pool Propellant Cost Pool
62ITPOOL	62997 62997 62997	62PRSM 62SPCH 62ODIN	9000.4000 9000.4200 9000.4100	IT Services Cost Pool IT Small Purchases ODIN Cost Pool
62ENGPOOL				Science & Engineering Cost Pool
62FABRPOOL				Fabrication Services Cost Pool
62TESTPOOL				Test Services Cost Pool
62WTPOOL				Wind Tunnel Services Cost Pool



# Background Knowledge



- Cost Pools will be funded thru Budget Transfers
- Obligations or Cost Postings will not be recorded to the Benefitting Project WBS until Cost has been recorded by the Cost Pool and allocated
- Pools cite the Cost Center as the primary cost object on Procurement Documents
- Pools process assessment cycles to allocate cost to Project WBS or other Cost Pools using consumption data or standard rates
- Allocated Cost will be assessed to Project WBS at the account assignment level defined in Project Systems using secondary cost elements



# Background Knowledge



- Conversion – Carrier account funding currently obligated and not costed will be de-obligated and transferred to the Cost Pool Fund Center
- All carrier account funding that is costed will be applied to the Carrier Account Contracts as if they were a direct cite during the conversion process
- Expired funding on carrier accounts data that has been obligated but not costed cannot be re-obligated to the carrier (funding will be lost)



# Background Knowledge



- Cost Pool Structure
  - Cost Centers are created to represent the sender to capture the Cost Pool activity for assessment
  - Standard Hierarchy consists of all cost centers created in a Controlling Area, including Cost Pool Cost Centers
  - Alternate Hierarchy for NASA will represent the Cost Pool Structure for the Agency
  - Cost Center Groups may be created to represent categories to collect cost at the level of allocation (e.g. cost to be allocated by square foot, seats, standard rate, etc.)
  - Cost Center Groups can also be used to create alternate views of cost for reporting and analysis



# Background Knowledge



## MSFC Standard Hierarchy

Standard hierarchy for cost centers Change

Object manager Inactive

from 01/01/2002

ONE LEVEL UP	Name	Activation status	Person respo...	Company code
62	Marshall Space Flight Center			
62AD	MSFC Center Operations Dir...			
62AD03	Office of CIO	●	S. Cloud	NASA
62AD04	IFM Integration Proj	●	J. Pettus	NASA
62AD1	MSFC Environmental Engine...			
62AD2	MSFC Facilities Engineering ...			
62AD3	MSFC Information Services D...			
62AD4	MSFC Logistics Services Dept			
62AD5	MSFC Protective Services Dept			
62FD	MSFC Flight Project Directorate			
62LS	MSFC Chief Counsel			
62PS	MSFC Procurement Office			
62QS	MSFC Safety & Mission Assur...			
62UP	MSFC Second Gen. RLV Prog...			
62VS	MSFC Systems Management ...			
62IG	MSFC Office of the Inspector ...			
62CAR	MSFC Carrier Accounts			
62FAC	MSFC Fac Cost Pool	●	Cost Pool Admin	NASA
62INV	INVENTORY MGMT	●	COST POOL A...	NASA
62MPSA1	ENVIR ENG DEPT, DIR	●	R. C. McCaleb	NASA
62MPSA2	FAC ENGINEERING, DIR	●	E. R. Jones	NASA
62MPSA3	INFO SVCS DEPT, DIR	●	S. S. Cloud	NASA
62MPSA4	LOGISTICS SVCS, DIR	●	R. W. Malone	NASA
62MPSE1	ASSOC DIRECTOR, MSFC	●	A. Roth	NASA
62MPSE2	STRUC, MEC, THRM, DIR	●	P.K. McCONNA...	NASA
62MPSE3	MTLS, PROC&MFG, DIR	●	P.M. MUNAFO	NASA
62MPSE4	ENGINEER SYS. DIR	●	J. W. KILPATRI...	NASA

Details for Cost Center Group MSFC Protective Services Dept

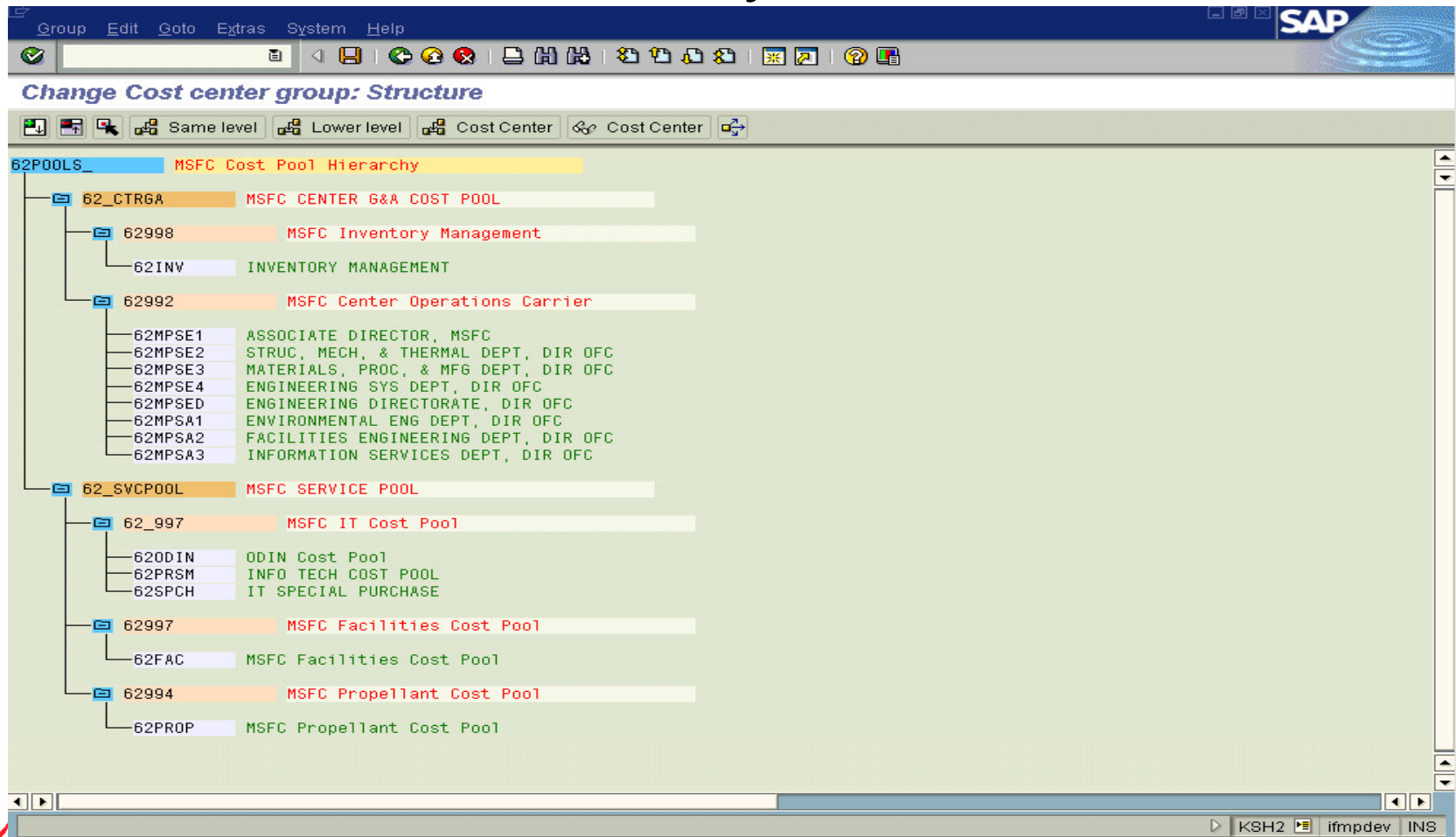
OKEON ifmpdev INS



# Background Knowledge



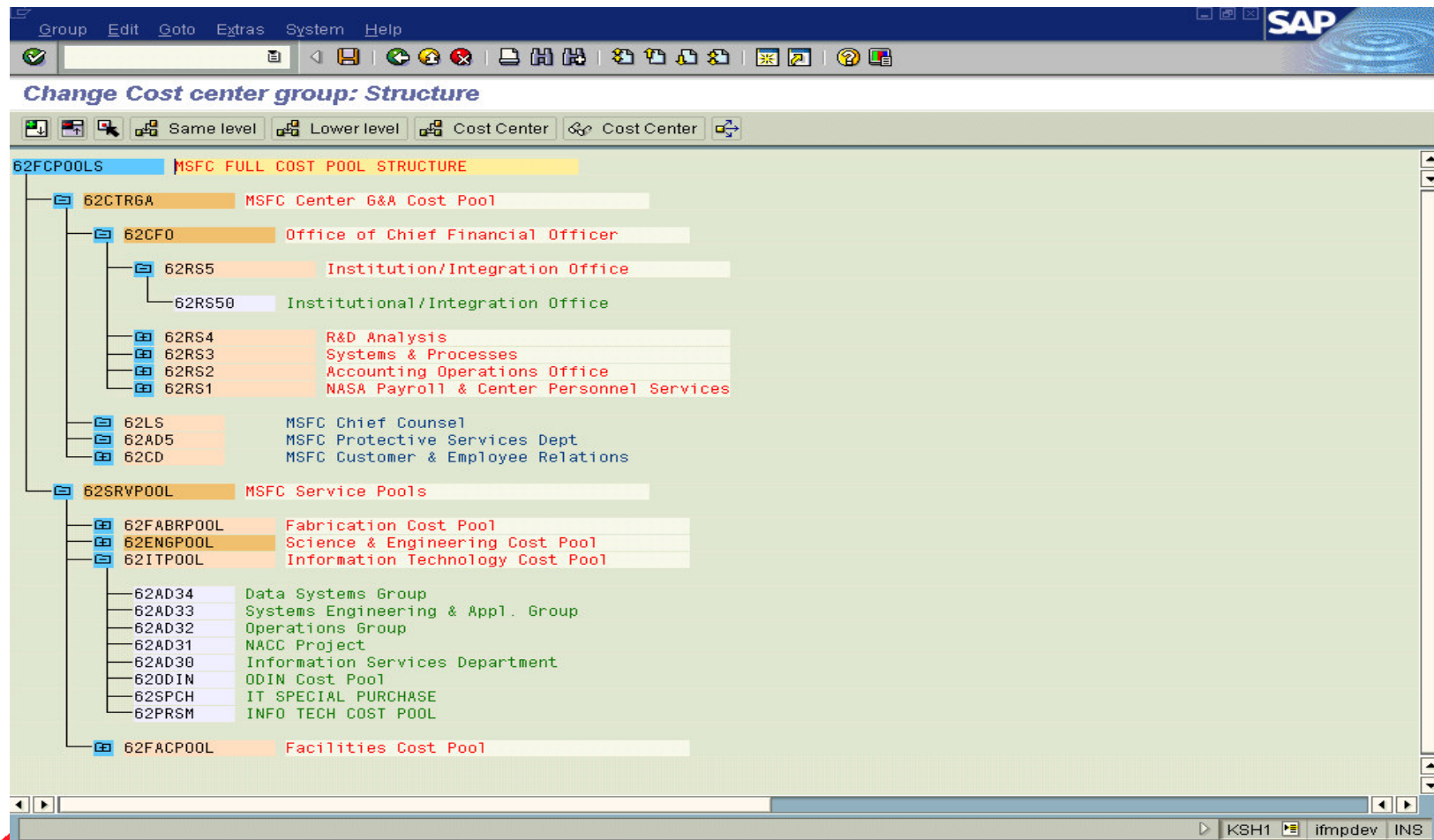
## MSFC Alternate Hierarchy - Interim



# Background Knowledge



## MSFC Alternate Hierarchy – Full Cost





# Background Knowledge

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- Primary Cost Objects - Real
  - Cost is recorded and obligations liquidated for the primary cost object
  - Primary cost may also be allocated to other cost objects via assessments, distributions, etc.
  - Real postings reduce the budget recorded on the Fund Center





# Background Knowledge

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- Statistical Cost Objects
  - Cost is recorded and can be reported on the statistical cost object
  - Cost Centers represent performing organization when Project WBS elements are cited as the Primary Cost Object
  - Cost Centers represent cost pool collection when cited as the Primary Cost Object



## ■ Primary Cost Elements

- Primary Cost Objects records cost using primary cost elements
- Primary cost elements represent the SGL Account assignment within the Controlling Module of SAP and the OMB/NASA Object Class per the NASA FMM (e.g., 6100.2612)
- Primary Cost may be allocated or assessed to Project WBS's or other Cost Centers

# Background Knowledge



- Secondary Cost Elements
  - Cost movement from the Cost Pool (Sender) to the Project WBS or other Cost Center (Receiver/Benefitter) are tracked using Secondary Cost Elements (e.g. 9000.3000 = Facilities Cost Pool)
  - Secondary Cost Elements represent the informational posting of cost assessments and have no budgetary impact on the SGL or Funds Control
  - Secondary Cost Elements can also be created to capture consumption data for use in assessments (e.g., Square feet)



# Background Knowledge



## Secondary Cost Elements - Assessments

Display Cost Element: Initial screen

Master data

Cost element

Restrict value range (1) 21 Entries found

Cost element in chart of accounts

Cost element

Cost element name

Cost elem.	COAr	CECt	Short text	Language
9000.1000	NASA	42	CORPORATE G&A	EN
9000.2000	NASA	42	CENTER G&A (MPS)	EN
9000.2100	NASA	42	PUBLICATION POOL	EN
9000.2200	NASA	42	INVENTORY POOL	EN
9000.2300	NASA	42	STRATEGIC RESEARCH F	EN
9000.2400	NASA	42	INDIRECT LABOR ASSMT	EN
9000.2500	NASA	42	INDIRECT TRAVEL ASSM	EN
9000.3000	NASA	42	FACILITIES POOL	EN
9000.3100	NASA	42	PROPELLANT POOL	EN
9000.4000	NASA	42	IT POOL	EN
9000.4100	NASA	42	ODIN POOL	EN
9000.4110	NASA	42	ODIN POOL-UPGRADES	EN
9000.4120	NASA	42	ODIN POOL-CAT	EN
9000.4200	NASA	42	SMALL PURCHASES POOL	EN
9000.5000	NASA	42	S&E ENGINEERING POOL	EN
9000.5100	NASA	42	S&E R&T POOL	EN
9000.5200	NASA	42	S&E SPACE POOL	EN
9000.5300	NASA	42	S&E AERO POOL	EN
9000.6000	NASA	42	FABRICATION POOL	EN
9000.7000	NASA	42	TEST POOL	EN
9000.8000	NASA	42	WIND TUNNEL POOL	EN

First Level in Series (9000.4000 designates Cost Pool per Full Cost Guide)

Second Level in Series (9000.4100 designates Center-unique Processing)

P01 (1) (600) p01as01 OVR



# Background Processing



## Secondary Cost Elements – Consumption Data

Cost element Edit Goto Extras Environment System Help

Display Cost Element: Initial screen

Master data Restrict value range (1) 23 Entries found

Cost element in chart of accounts Cost element Cost element name

Cost elem.	COAr	CECT	Short text	Language
CWYE	NASA	21	CONTRACTOR WYE	EN
ENG.HOURS	NASA	21	S&E ENGINEERING HOUR	EN
FABR.HOURS	NASA	21	FABRICATION HOURS	EN
FAC.CON	NASA	21	FACILITIES CONSUMP	EN
FTE	NASA	21	FTE - CIVIL SVC	EN
LBR.PERCNT	NASA	21	LABOR APPROP SPLIT	EN
MPS.CON	NASA	21	MPS CONSUMPTION	EN
MPS.PERCNT	NASA	21	PLANNED MPS COST	EN
OBLIG	NASA	21	PLANNED OBLIGATIONS	EN
ODIN.CAT	NASA	21	ODIN CATALOG CONS	EN
ODIN.SEATS	NASA	21	ODIN SEATS CONS	EN
ODIN.UPGR	NASA	21	ODIN UPDGRADE CONS	EN
PROP.CON	NASA	21	PROPELLANT CONSUMP	EN
RFM.PERCNT	NASA	21	PLANNED RFM COST	EN
RT.HOURS	NASA	21	S&E R&T HOURS	EN
SPC.HOURS	NASA	21	S&E SPACE HOURS	EN
SPCH.CON	NASA	21	SMALL PURCHASES	EN
SRF.PERCNT	NASA	21	PLANNED SRF COST	EN
TEST.HOURS	NASA	21	TEST HOURS	EN
TRV.PERCNT	NASA	21	TRAVEL APPROP SPLIT	EN

KA03 ifmpdev INS



# Background Knowledge



## Account Assignment Postings

Account Assignment	Project WBS	Cost Center	Cost Element
P = Project WBS	<b>Primary</b>	<b>Statistical</b>	<b>6100.XXXX</b>
N = Network Activity	<b>Primary</b>	<b>Statistical</b>	<b>6100.XXXX</b>
K = Cost Center	<b>N/A</b>	<b>Primary</b>	<b>6100.XXXX</b>
Y = Funds Reservation	<b>Primary</b>	<b>Statistical</b>	<b>6100.XXXX</b>
Receiver-Project	<b>Statistical</b>	<b>N/A</b>	<b>9000.XXXX</b>
Receiver-Network/Activity	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
Receiver-Cost Center	<b>N/A</b>	<b>Statistical</b>	<b>9000.XXXX</b>
Sender-Cost Center	<b>N/A</b>	<b>Statistical</b>	<b>9000.XXXX</b>



## Topic 1

# Record Plan and Actual Consumption Quantities

# Topic 1: Overview



- Record Plan and Actual Consumption Quantities on two levels:
- Project/WBS Element
  - Cost Center
- Separate transactions in SAP for each level
- Link the Fund and Functional area to the Benefitter for Assessment Cycles





# Topic 1: Overview



- Consumption Data
  - Consumption data will be received in a variety of ways
    - WYE's from CCR
    - FTE from Labor Interface
    - Excel spreadsheet for other types of data, etc.
  - Consumption data will be recorded against secondary cost elements in the Cost Element Planning Screen for Project WBS's and Cost Centers
  - Consumption data cannot be recorded at Network/Activity Level
  - Consumption data can be Planned or Actual
    - Plans can be created for one period or many
    - Automatically spreads plan across periods



# Topic 1: Objectives



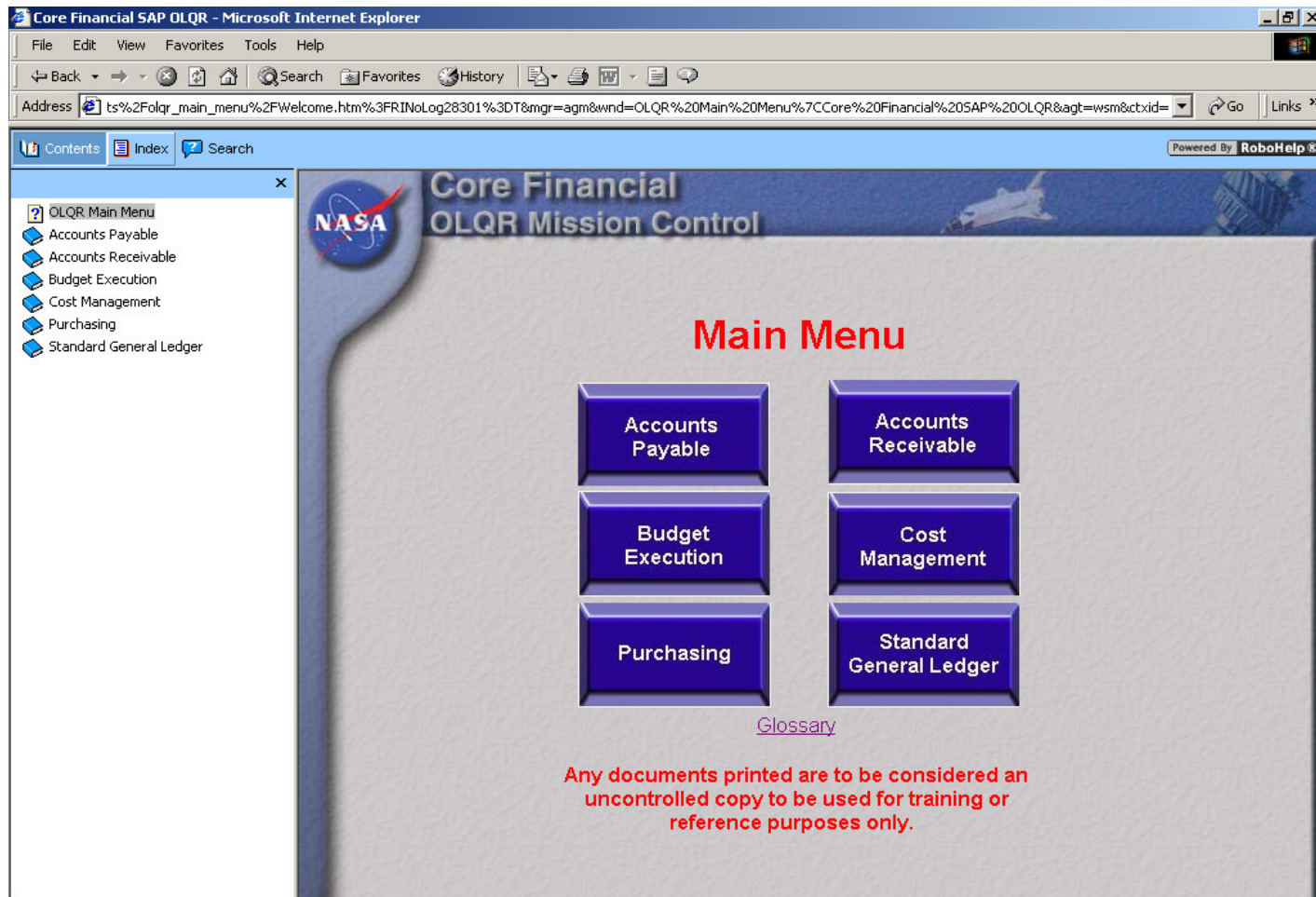
- Upon completion of the Record Plan and Actual Consumption Quantities topic, individuals should be able to accomplish the following:
  - Record consumption quantities for Project WBS's and Cost Center's to perform cost allocations and reporting
  - Plan monthly or yearly values
  - Understand functionality of use as tracing factor



# Topic 1: Process Flow

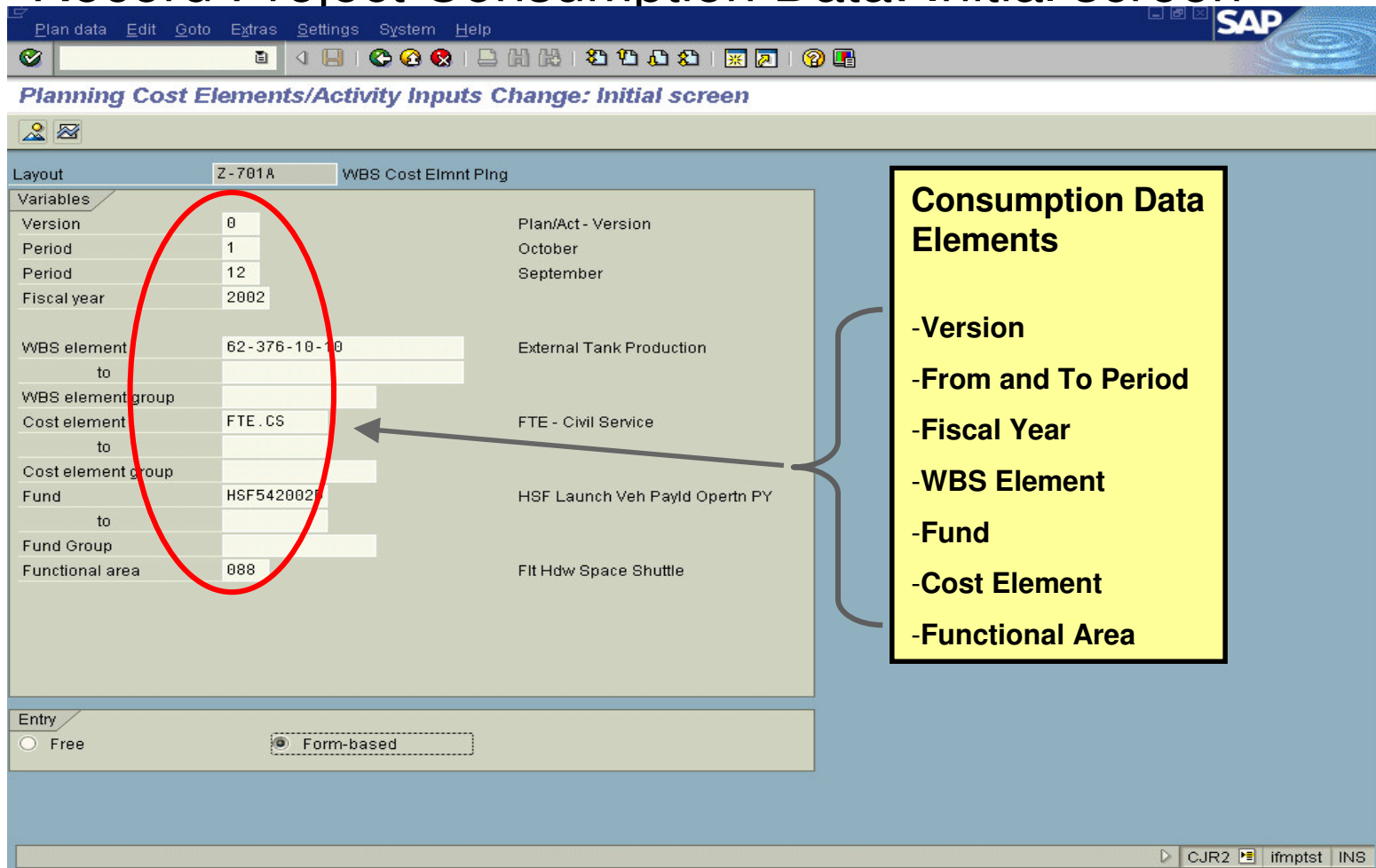


## Record Plan/Actual Consumption Quantities process flow from OLQR



# Topic 1: Screenshot

## Record Project Consumption Data: Initial screen



The screenshot displays the SAP 'Planning Cost Elements/Activity Inputs Change: Initial screen'. The interface includes a menu bar (Plan data, Edit, Goto, Extras, Settings, System, Help) and a toolbar. The main area is divided into 'Variables' and 'Entry' sections. The 'Variables' section contains input fields for Version (0), Period (1), Period (12), Fiscal year (2002), WBS element (62-376-10-10), WBS element group, Cost element (FTE . CS), Cost element group, Fund (HSF542002), Fund Group, and Functional area (088). The 'Entry' section has radio buttons for 'Free' and 'Form-based' (selected). A red oval highlights the 'Variables' section. A yellow box on the right lists 'Consumption Data Elements' with a bracket pointing to the 'Variables' section.

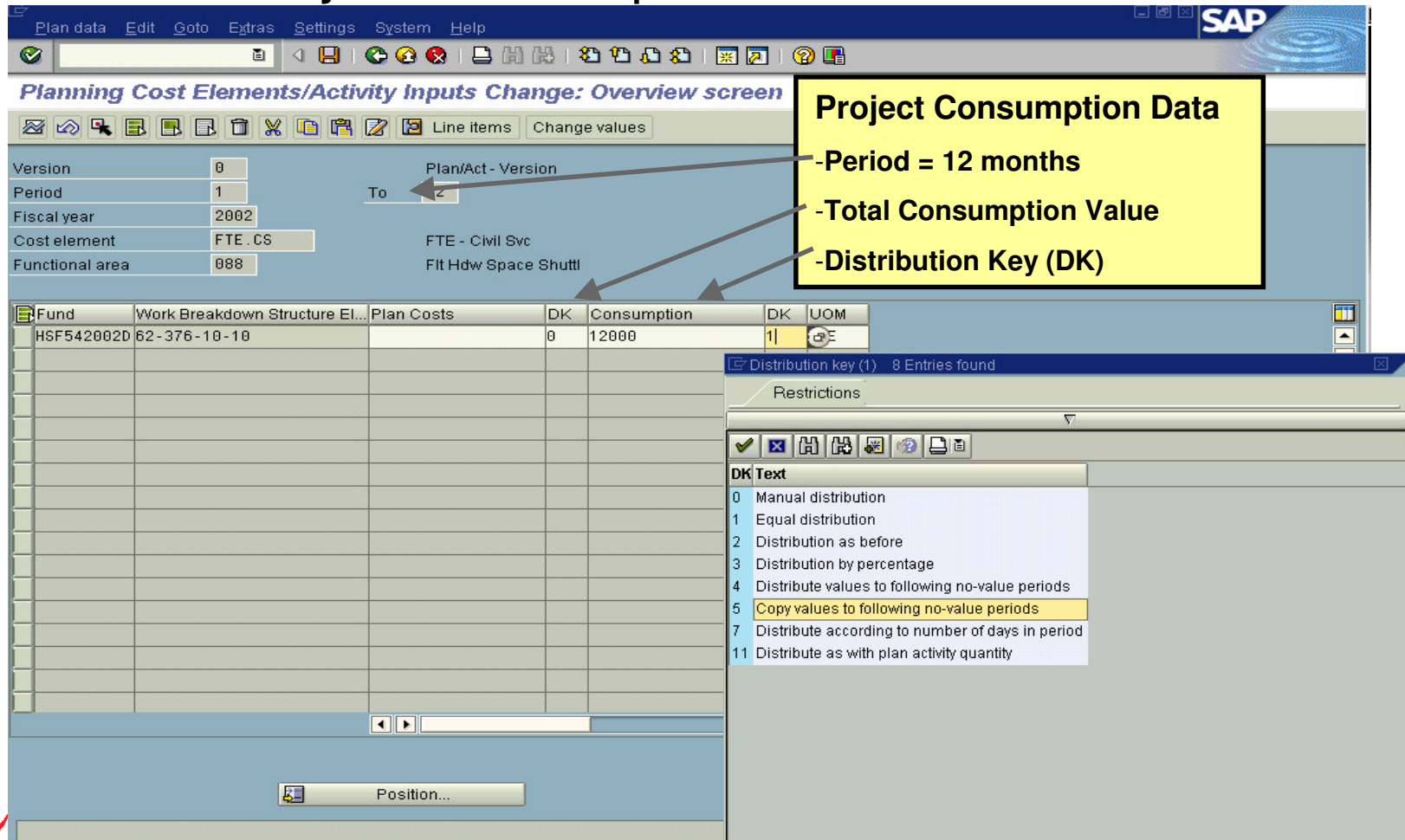
Field	Value	Description
Version	0	Plan/Act - Version
Period	1	October
Period	12	September
Fiscal year	2002	
WBS element	62-376-10-10	External Tank Production
WBS element group		
Cost element	FTE . CS	FTE - Civil Service
Cost element group		
Fund	HSF542002	HSF Launch Veh Payld Opern PY
Fund Group		
Functional area	088	Flt Hdw Space Shuttle

**Consumption Data Elements**

- Version
- From and To Period
- Fiscal Year
- WBS Element
- Fund
- Cost Element
- Functional Area

# Topic 1: Screenshot

## Record Project Consumption Data: Initial screen



**Project Consumption Data**

- Period = 12 months
- Total Consumption Value
- Distribution Key (DK)

Fund	Work Breakdown Structure El...	Plan Costs	DK	Consumption	DK	UOM
HSF542002D	62-376-10-10		0	12000	1	E

**Distribution key (1) 8 Entries found**

Restrictions

**DK Text**

- 0 Manual distribution
- 1 Equal distribution
- 2 Distribution as before
- 3 Distribution by percentage
- 4 Distribute values to following no-value periods
- 5 **Copy values to following no-value periods**
- 7 Distribute according to number of days in period
- 11 Distribute as with plan activity quantity

# Topic 1: Screenshot



## Record Project Consumption Data: Initial screen

Plan data Edit Goto Extras Settings System Help

Planning Cost Elements/Activity Inputs Change: Period screen

Line items Change values

Version: 0 Plan/Act - Version  
Fiscal year: 2002  
Cost element: FTE, CS FTE - Civil Svc  
Functional area: 088 Flt Hdw Space Shuttl  
Fund: HSF542002D HSF LVPO 2002 DIRB  
WBS element: 62-376-10-10 External Tank Produc

P...	Plan Costs	Consumption	UOM
1 October		1,000	FTE
2 November		1,000	FTE
3 December		1,000	FTE
4 January		1,000	FTE
5 February		1,000	FTE
6 March		1,000	FTE
7 April		1,000	FTE
8 May		1,000	FTE
9 June		1,000	FTE
10 July		1,000	FTE
11 August		1,000	FTE
12 September		1,000	FTE
*Pe	0.00	12,000	

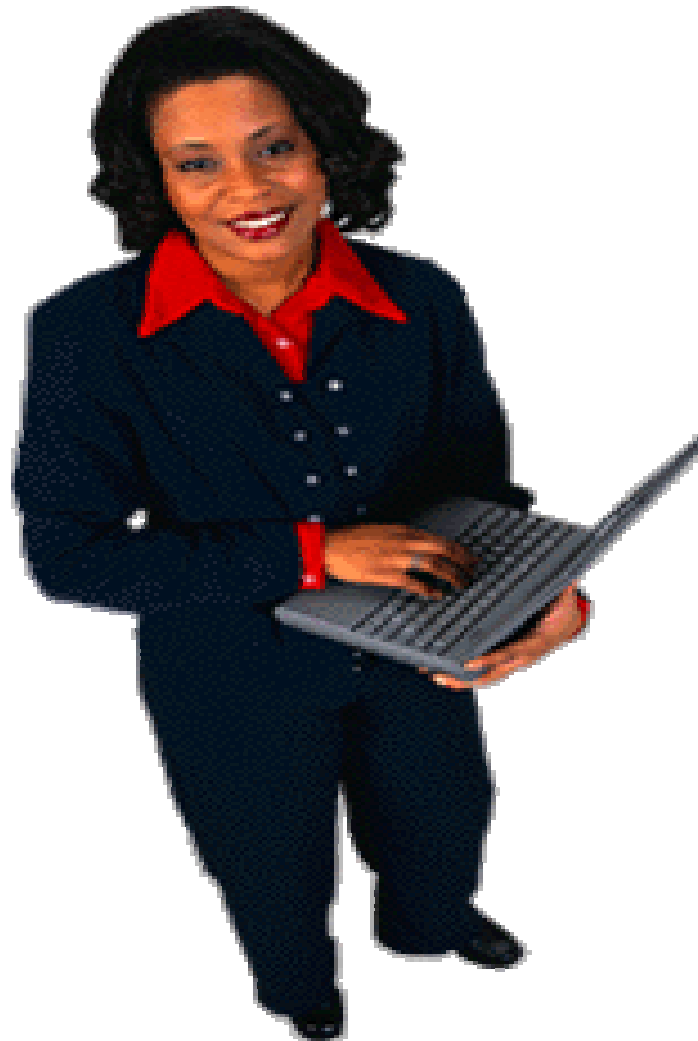
Distribution Key selection 1 allocates total value over total periods.

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# Demonstrations and Exercises Introduction

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# Topic 1: Demonstrations and Exercises



- 
- **Maintain Plan Project Consumption Data**





# Topic 1: Debrief



- Consumption data may be:
  - Planned or Actual
  - Input Manually or Automatically
  - Recorded for Project WBS's and/or Cost Centers
- If identified as tracing factors in assessment cycles, consumption and quantities are used to determine the cost allocation to each receiver.



## Topic 2

# Create and Maintain Assessment Cycle

## Topic 2: Overview

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- This topic explains how to create and maintain assessment cycles for cost allocation to benefiting customers
- Assessment cycles are composed of three major components:
  - Sender and receiver identifiers
  - Fund management assignment
  - Tracing factors

## Topic 2: Overview



### ■ Assessment Cycle

- Segments are created to subdivide the assessment of cost either by senders and receivers, types of assessments, or order of assessment.
- Senders
  - Cost Centers of the Pool with the primary cost postings that will be allocated
  - Values – posted amounts or fixed (standard) rates
- Receivers
  - Project WBSs or Cost Centers that will receive the secondary cost element posting from the assessment



# Topic 2: Overview

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## ■ Tracing Factors

- Represents the consumption data used to calculate the amount of cost to be assessed to each receiver
- Variable portions will be used to derive Functional Area for the Receiver



## Topic 2: Objectives

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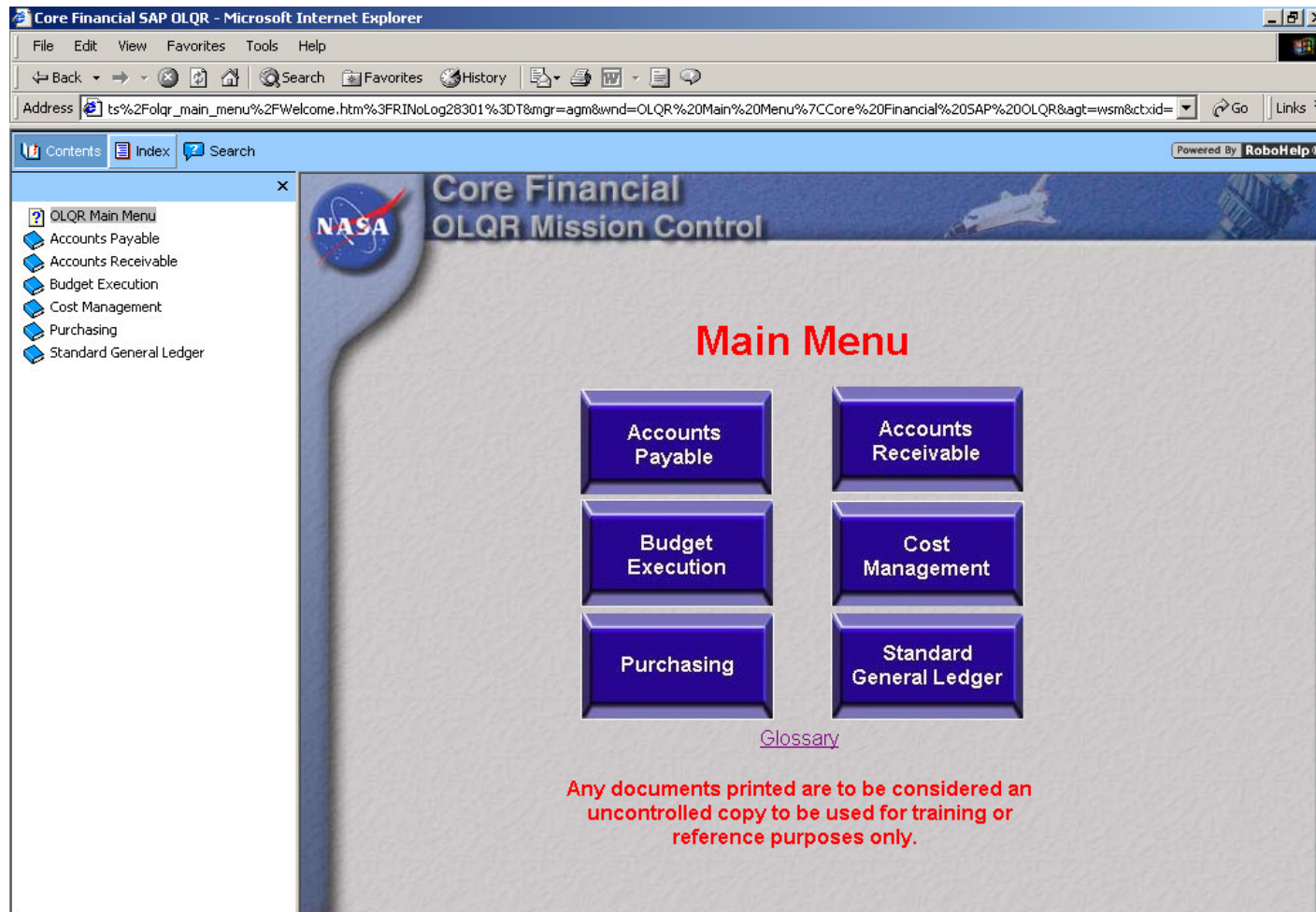


- Upon completion of the Create and Maintain Assessment Cycle topic, individuals should be able to accomplish the following:
  - Add and update senders, receivers, fund management assignments, and consumption data tracing factors.

# Topic 2: Process Flow

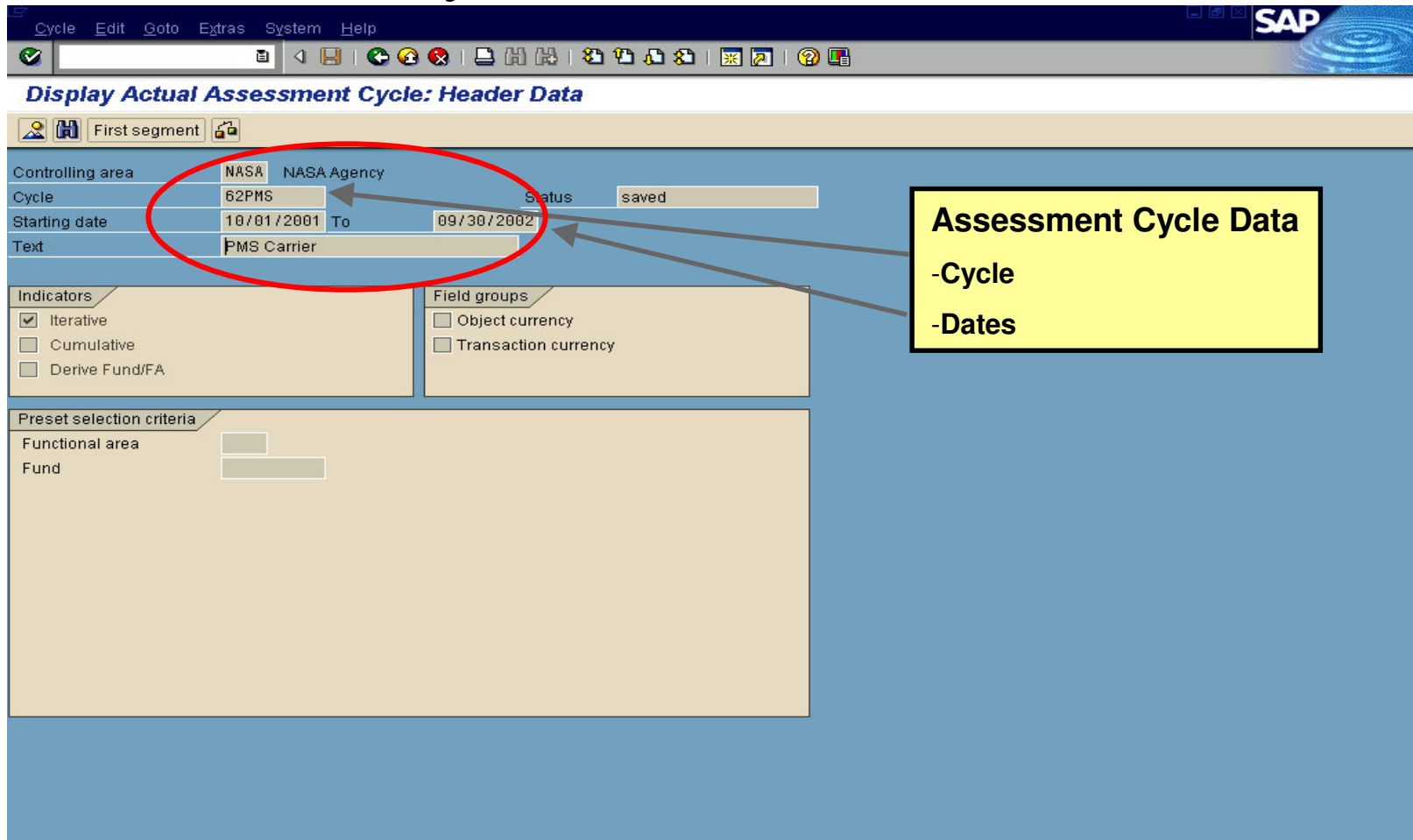


## Create/Maintain Assessment Cycle process flow from OLQR



## Topic 2: Screenshot

### Assessment Cycle: Header Data screen



**Display Actual Assessment Cycle: Header Data**

Controlling area: NASA NASA Agency  
Cycle: 62PMS Status: saved  
Starting date: 10/01/2001 To: 09/30/2002  
Text: PMS Carrier

**Indicators**

- ☒ Iterative
- ☐ Cumulative
- ☐ Derive Fund/FA

**Field groups**

- ☐ Object currency
- ☐ Transaction currency

**Preset selection criteria**

Functional area:   
Fund:

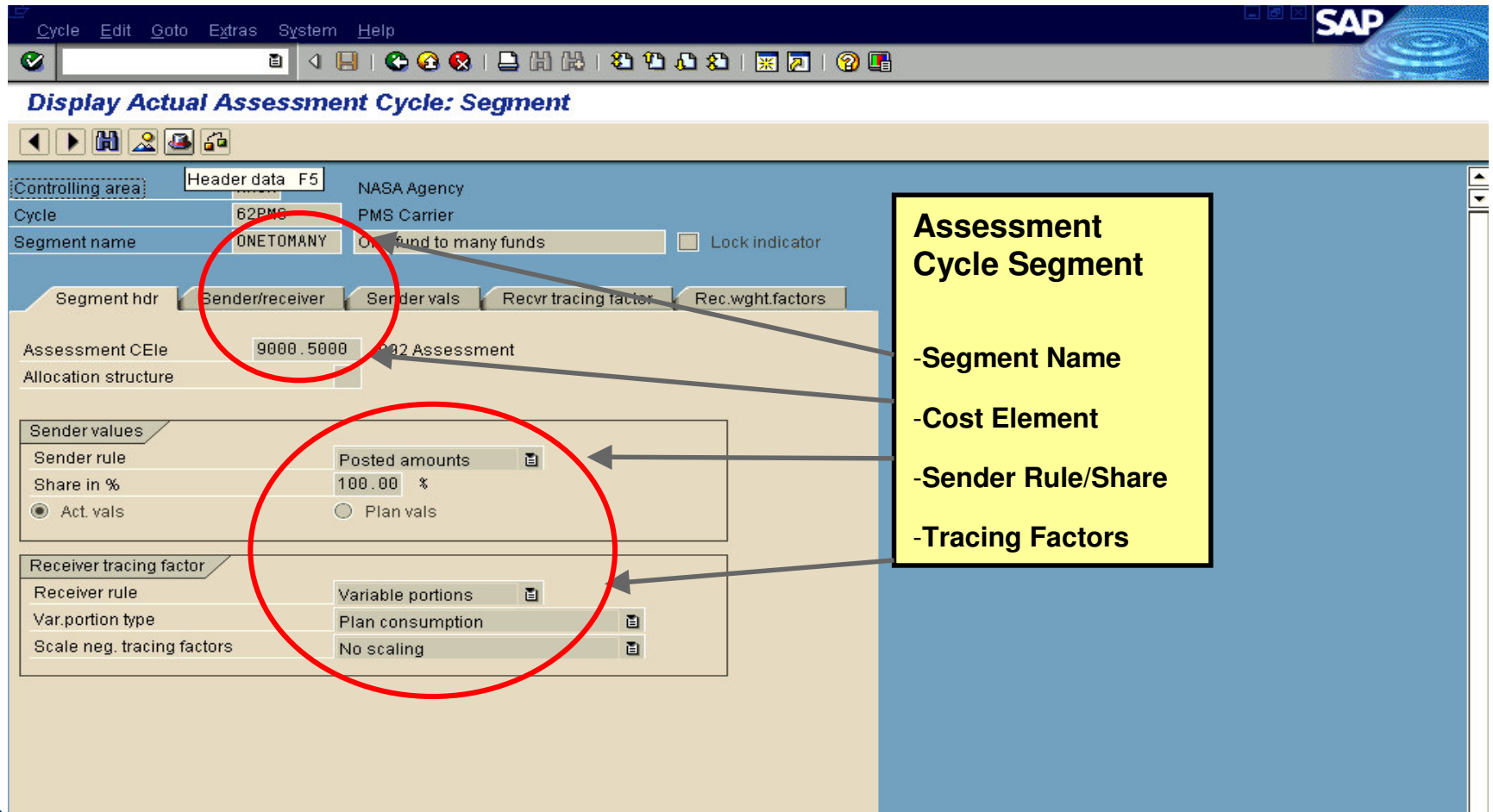
**Assessment Cycle Data**

- Cycle
- Dates



# Topic 2: Screenshot

## Assessment Cycle: Segment screen



**Display Actual Assessment Cycle: Segment**

Controlling area: Header data F5 NASA Agency  
Cycle: 62PMS PMS Carrier  
Segment name: ONETOMANY Fund to many funds Lock indicator

Segment hdr Sender/receiver Sender vals Recvr tracing factor Rec.wght.factors

Assessment CEle: 9000.5000 62 Assessment  
Allocation structure

Sender values  
Sender rule: Posted amounts  
Share in %: 100.00 %  
Act. vals Plan vals

Receiver tracing factor  
Receiver rule: Variable portions  
Var.portion type: Plan consumption  
Scale neg. tracing factors: No scaling

**Assessment Cycle Segment**

- Segment Name
- Cost Element
- Sender Rule/Share
- Tracing Factors

## Topic 2: Screenshot

### Assessment Cycle: Sender/Receiver tab

Display Actual Assessment Cycle: Segment

Controlling area: NASA, NASA Agency  
Cycle: 62PMS, PMS Carrier  
Segment name: ONETOMANY, One fund to many funds

Segment hdr | Sender/receiver | Sender vals | Recvr tracing factor | Rec.wght.factor

	From	To	Group
<b>Sender</b>			
Cost center			62PMSTEST
Functional area			
Fund	SAT292001D		
WBS element			
Cost element			
<b>Receiver</b>			
Order			
Cost center			
Functional area	0	ZZZZ	
Fund			Z_COST2
Cost object			
WBS element			WBSASSESS

**Assessment Cycle Segment**

- Sender Cost Center and Cost Group
- Sender Fund
- Receiver Cost Center
- Receivers Fund and Fund Group
- Receiver Project WBS Group

## Topic 2: Screenshot



### Assessment Cycle: Receiver Tracing Factor tab

Display Actual Assessment Cycle: Segment

Controlling area: NASA NASA Agency  
Cycle: 62PMS PMS Carrier  
Segment name: ONETOMANY One fund to many funds ☐ Lock indicator

Segment hdr Sender/receiver Sender vals Recvr tracing factor Rec.wght.factors

Tracing factor  
Var.portion type: Plan consumption  
Scale neg. tracing factors: No scaling

Selection criteria  
From: 0 to: Group  
Version: FTE.CS  
Cost element:

**Assessment Cycle Segment**

- Location of Tracing Factor
- Version
- Secondary Cost Element

# Topic 2: Screenshot

## Assessment Cycle: Segment Overview

Display Actual Assessment Cycle: Segment

Controlling area: NASA, NASA Agency  
Cycle: 62PMS, PMS Carrier  
Segment name: ONETOMANY, One fund to many funds

Segment Overview

Name	Text	Sort field	Sender rule	Rec. rule	Sc...	Lock
ONETOMANY	One fund to many funds	9	1 Posted amou...	Variable po...	1	

Segment for Sub-pools

Assessment CEle: 9000.5000, 992 Assessment  
Allocation structure:

Sender values  
Sender rule: Posted amounts  
Share in %: 100.00 %  
Act. vals: ☒ Plan vals: ☐

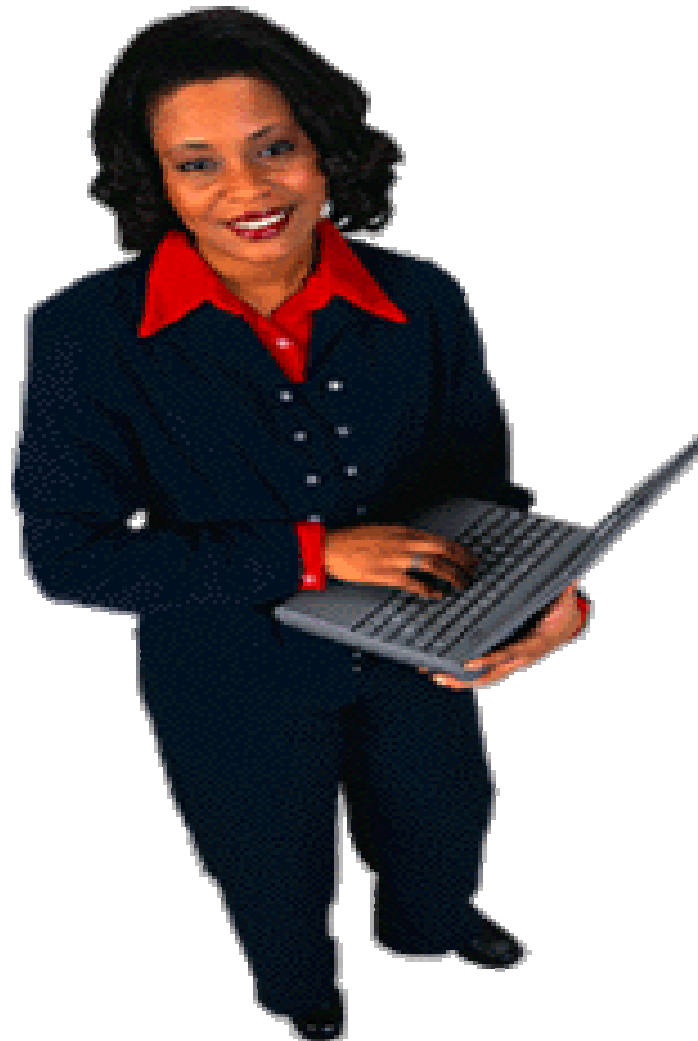
Receiver tracing factor  
Receiver rule: Variable portions  
Var. portion type: Plan consumption  
Scale neg. tracing factors: No scaling

No. of segments: 1

Attach segment

# Demonstrations and Exercises Introduction

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# Topic Two: Demonstrations and Exercises



- **Create Assessment Cycle**



## Topic 2: Debrief



- Creating and maintaining assessment cycles within SAP is the core activity needed to allocate planned or actual costs from Cost Pools/Senders to Projects or Other Cost Pools/Receivers
- Creating an assessment cycle involves three primary activities:
  - Identifying sender cost objects and receiver cost objects
  - Recording fund assignment
  - Linking consumption data



# Topic 3

## Periodic Processing



## Topic 3: Overview

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- Periodic Processing consists of the final steps to complete business activities at month and year-end
- Consumption data must be recorded and assessment cycles established
- Periodic Processing begins after all other cost related activities are complete (i.e., Labor Cost Interface, CCR Extension, and Straight-line Extension)

# Topic 3: Overview



## ■ Test Mode

- Allows the assessment cycle to be processed and evaluated for errors or anomalies prior to actual posting in SAP
- Provides for online view by Segment, Sender, or Receiver of the proposed generated postings
- The Cost Pool Report allows analysis of the proposed postings to benefiting projects in excess of the budget transferred
- Adjustment for additional transfer of budget from the benefiting project, or change the assessment cycle by modifying the receiver, tracing factor, etc. need to be completed prior to processing



## Topic 3: Overview

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### ■ Real Mode

- Processes the assessment cycle and posts the transaction generated

### ■ Posting

- Cycle posts information/memo data to the Sender and Receiver
- Budget remains in the Cost Pool and is reported to Projects based upon the Assessment



# Topic 3: Overview



- Cost Pool Funding Report
  - Utilizes data generated from the Assessment Cycle Test Mode Report
  - Compares Proposed Cost Allocation Transactions to the Budget Transferred from the Benefitter
  - Highlights areas of cost allocation will exceed the balance of funds available for the Benefitter
  - Requires manual follow-up prior to running the assessment cycle



# Topic 3: Objectives

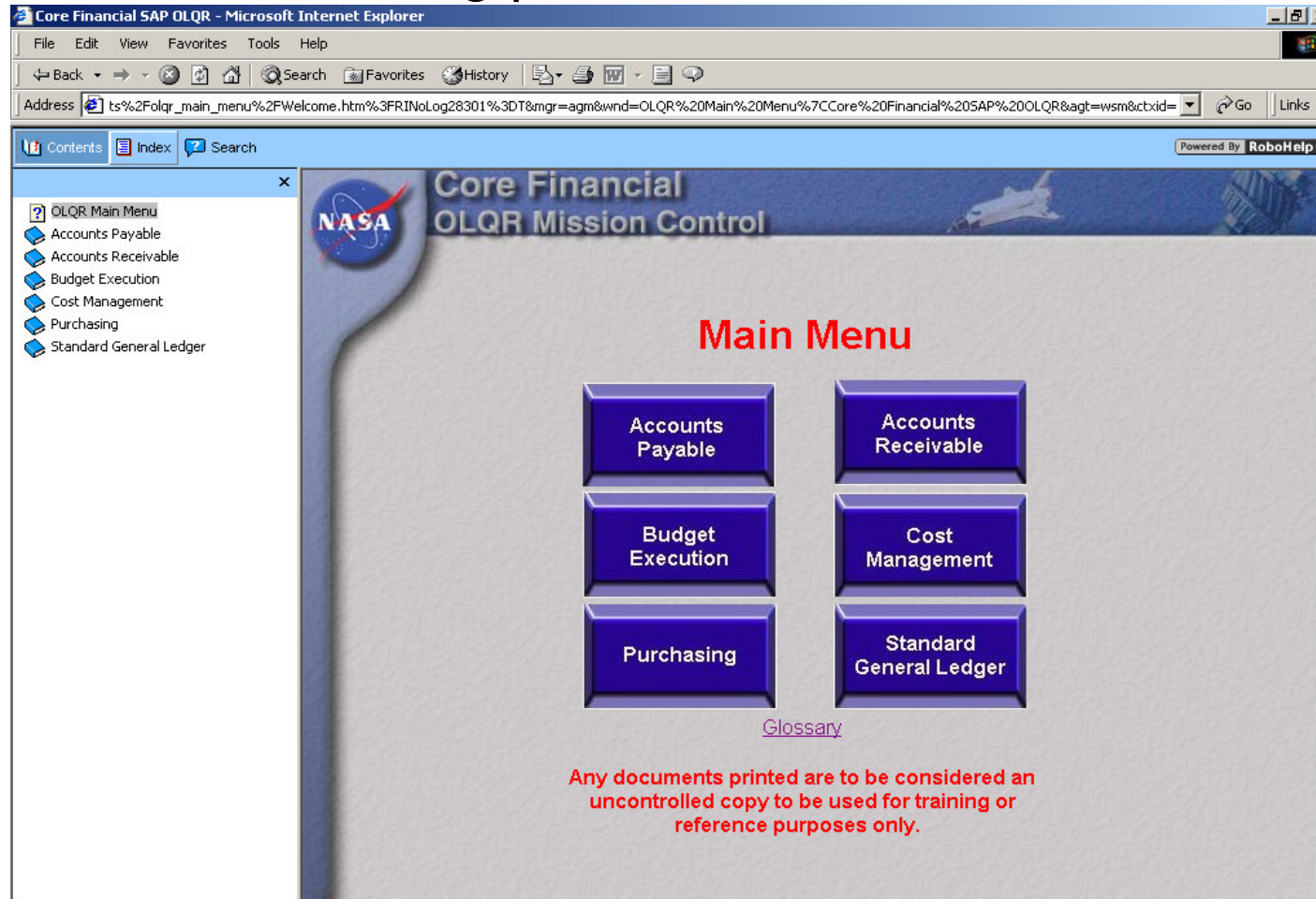


- Upon completion of the Periodic Processing topic, individuals should be able to accomplish the following:
  - Process cycles in a test mode
  - Correct errors
  - Perform analyses
  - Validate fund availability and process for update

# Topic 3: Process Flow



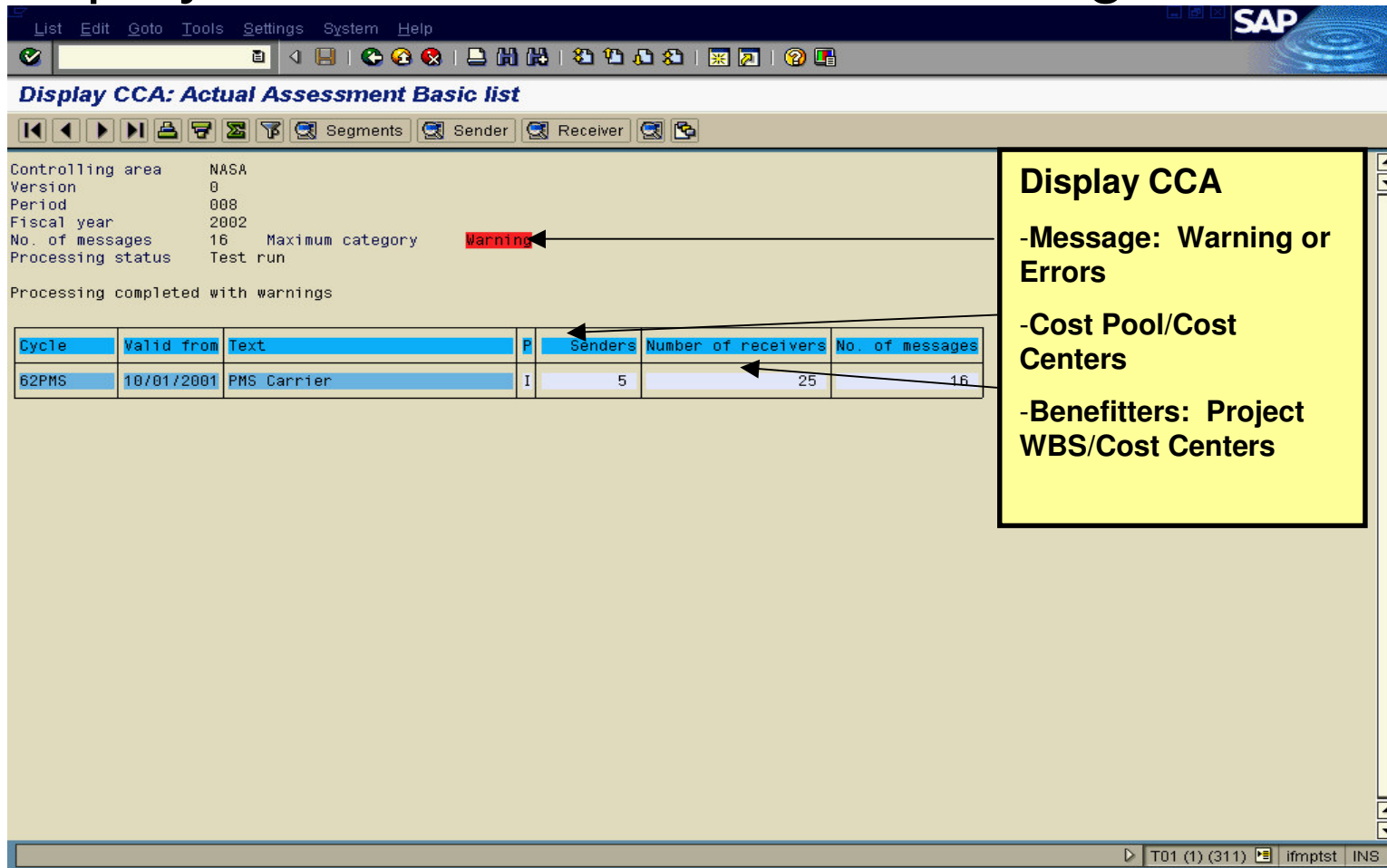
## Periodic Processing process flow from OLQR



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## Topic 3: Screenshot

### Display CCA: Actual Assessment Segment List



Display CCA

- Message: Warning or Errors
- Cost Pool/Cost Centers
- Benefitters: Project WBS/Cost Centers

Cycle	Valid from	Text	P	Senders	Number of receivers	No. of messages
62PMS	10/01/2001	PMS Carrier	I	5	25	16



## Topic 3: Screenshot

### Display CCA: Actual Assessment Sender List

Display CCA: Actual Assessment Sender list

Basic list Segments Receiver

Cycle 62PMS PMS Carrier  
 Starting date 10/01/2001  
 Period 008

Invalid	Period	Cost ctr	FA	Fund	WBS element	Cost elem	CO area currency	CO Cr	Sender TF
	8	62ED40	UA	SAT292001D		9000.5000	275,002.16-	USD	500,000
	8	62ED20	UA	SAT292001D		9000.5000	25,000.00-	USD	500,000
	8	62ED10	UA	SAT292001D		9000.5000	1,500,000.00-	USD	500,000
	8	62ED01	UA	SAT292001D		9000.5000	0.00	USD	500,000
	8	62AD10	UA	SAT292001D		9000.5000	0.00	USD	500,000
*	8						1,800,002.16-	USD	
**							1,800,002.16-	USD	

Display CCA

- Senders
- Secondary Cost Element
- Amount assessed

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## Topic 3: Screenshot

### Display CCA: Actual Assessment Receiver List

Display CCA: Actual Assessment Receiver list

Cycle: 62PMS PMS Carrier  
Starting date: 10/01/2001  
Period: 008

Invalid	Period	Cost ctr	FA	Fund	WBS element	Cost elem	CO area currency	CO Cr	Tracing factor
	8		028	SAT292001D	62-732-40-00	9000.5000	0.00	USD	100,000
	8		028	SAT292001D	62-839-31-00	9000.5000	0.00	USD	100,000
	8		071	SAT292002D	62-101-51-49	9000.5000	0.00	USD	100,000
	8		071	SAT292002D	62-101-58-53	9000.5000	0.00	USD	100,000
	8		141	SAT292002D	62-455-40-40	9000.5000	0.00	USD	100,000
	8		028	SAT292001D	62-732-40-00	9000.5000	0.00	USD	100,000
	8		028	SAT292001D	62-839-31-00	9000.5000	0.00	USD	100,000
	8		071	SAT292002D	62-101-51-49	9000.5000	0.00	USD	100,000
	8		071	SAT292002D	62-101-58-53	9000.5000	0.00	USD	100,000
	8		141	SAT292002D	62-455-40-40	9000.5000	0.00	USD	100,000
	8		028	SAT292001D	62-732-40-00	9000.5000	300,000.00	USD	100,000
	8		028	SAT292001D	62-839-31-00	9000.5000	300,000.00	USD	100,000
	8		071	SAT292002D	62-101-51-49	9000.5000	300,000.00	USD	100,000
	8		071	SAT292002D	62-101-58-53	9000.5000	300,000.00	USD	100,000
	8		141	SAT292002D	62-455-40-40	9000.5000	300,000.00	USD	100,000
	8		028	SAT292001D	62-732-40-00	9000.5000	5,000.00	USD	100,000
	8		028	SAT292001D	62-839-31-00	9000.5000	5,000.00	USD	100,000
	8		071	SAT292002D	62-101-51-49	9000.5000	5,000.00	USD	100,000
	8		071	SAT292002D	62-101-58-53	9000.5000	5,000.00	USD	100,000
	8		141	SAT292002D	62-455-40-40	9000.5000	5,000.00	USD	100,000
	8		028	SAT292001D	62-732-40-00	9000.5000	55,000.43	USD	100,000
	8		028	SAT292001D	62-839-31-00	9000.5000	55,000.43	USD	100,000
	8		071	SAT292002D	62-101-51-49	9000.5000	55,000.43	USD	100,000
	8		071	SAT292002D	62-101-58-53	9000.5000	55,000.43	USD	100,000
	8		141	SAT292002D	62-455-40-40	9000.5000	55,000.44	USD	100,000
*	8						1,800,002.16	USD	
**							1,800,002.16	USD	

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#### Display CCA

- Based on Consumption
- Receivers
- Secondary Cost Element
- Amount Assessed

# Topic 3: Screenshot



## Cost Center Actuals Report: ZCCARPT

SAP

Report Edit Goto View Extras Settings System Help

Cost Centers: Actual/YTD Total

On/off

Variation: Fund

\* Fund SetID

- HSF522002D HSF SpStn 2002
- HSF542002D HSF LVPO 2002
- HSF542003D HSF LVPO 2003**

Cost Centers: Actual/YTD Total Date: 12/04/2002 Page: 2 / 3

Column: 1 / 1

Cost center/Group PMMPs Multi Program Support Carrier

Person responsible: \*

Reporting period: to

Cost Elements	Prd. 2 \$	YTD \$
6100.2341 OPEXP Electricity	728,197.59	728,197.59
6100.2342 OPEXP Water	28,598.14	28,598.14
6100.2343 OPEXP Natural Gas	21,303.46	21,303.46
6100.2349 Other Utilities	29,918.20	29,918.20
* Costs Summary	808,017.39	808,017.39

Cost Centers: Actual/YTD Total Date: 12/04/2002 Page: 3 / 3

Column: 1 / 1

Cost center/Group PMMPs Multi Program Support Carrier

Person responsible: \*

Reporting period: to

Cost Elements	Prd. 2 Qty	YTD Qty
6100.2341 OPEXP Electricity		
6100.2342 OPEXP Water		
6100.2343 OPEXP Natural Gas		
6100.2349 Other Utilities		
* Costs Summary		

ZCCARPT p01as02 INS



# Topic 3: Screenshot

## Cost Pool Funding Report

RCM-008 Cost Pool Funding

Cost Pool Funding Report

REPORT SELECTION  
Fiscal Year: 2003  
Period: 002  
Assessment Cycle: 62WFS

Fund	Functional Area	Fund Center	Commit. Item	CO Test Post	ITD Costs	Total Assigned	Budget	Fund Center	Commit. Item	CO Test Post	ITD Costs	Total Assigned	Budget	Variance
H5420020	001	62-377-25	9000.2000	1,041,827.57	0.00	1,041,827.57	2,605,591.90	62-377-25	9000.2000	1,041,827.57	0.00	1,041,827.57	2,605,591.90	1,563,764.33
Fund Center 62-377-25 Sub-Total				1,041,827.57	0.00	1,041,827.57	2,605,591.90	Fund Center 62-377-25 Sub-Total				1,041,827.57	0.00	1,563,764.33
Commit. Item 9000.2000 Sub-Total				1,041,827.57	0.00	1,041,827.57	2,605,591.90	Commit. Item 9000.2000 Sub-Total				1,041,827.57	0.00	1,563,764.33
H5420020	001	62-546	9000.2000	900,716.59	0.00	900,716.59	0.00	62-546	9000.2000	900,716.59	0.00	900,716.59	0.00	900,716.59
Fund Center 62-546 Sub-Total				900,716.59	0.00	900,716.59	0.00	Fund Center 62-546 Sub-Total				900,716.59	0.00	900,716.59
Fund H5420020 Sub-Total				1,942,544.16	0.00	1,942,544.16	2,605,591.90	Fund H5420020 Sub-Total				1,942,544.16	0.00	2,464,400.92
Commit. Item 9000.2000 Sub-Total				900,716.59	0.00	900,716.59	0.00	Commit. Item 9000.2000 Sub-Total				900,716.59	0.00	900,716.59
Grand Total				1,942,544.16	0.00	1,942,544.16	2,605,591.90	Grand Total				1,942,544.16	0.00	2,464,400.92

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# Topic 3: Screenshot



## Project WBS Actuals Report: ZPSARPT

SAP

Report Edit Goto View Extras Settings System Help

Prd./YTD Total in CO area currency

On/off Column

Variation: Characteristics

- Functional area
- Fund
- Object

Variation: Object

- \* All Selected Projects
  - PRJ 62-377-25 Program Mission St
    - WBS 62-377-25- Program Missi
      - WBS 62-377-25-01 Center P
  - PRJ 62-546 Project Management St
    - WBS 62-546- Project Managem
      - WBS 62-546-00 Project Man
        - WBS 62-546-00-99 PMS

Prd./YTD Total in CO area currency As of: 12/06/2002 Page: 2 / Column 1 /

Object \*  
Person responsible \*

Cost Elements	Actual Prd. 2	YTD \$
* All cost elements	1,942,544.16	1,942,544.16

MS04996 12/06/2002

Prd./YTD Total in CO area currency As of: 12/06/2002 Page: 3 / Column 1 /

Object \*  
Person responsible \*

Cost Elements	Quantity	YTD Qty.
9000.2000 Center G&A Cost Pool (MPS)		
* All cost elements		

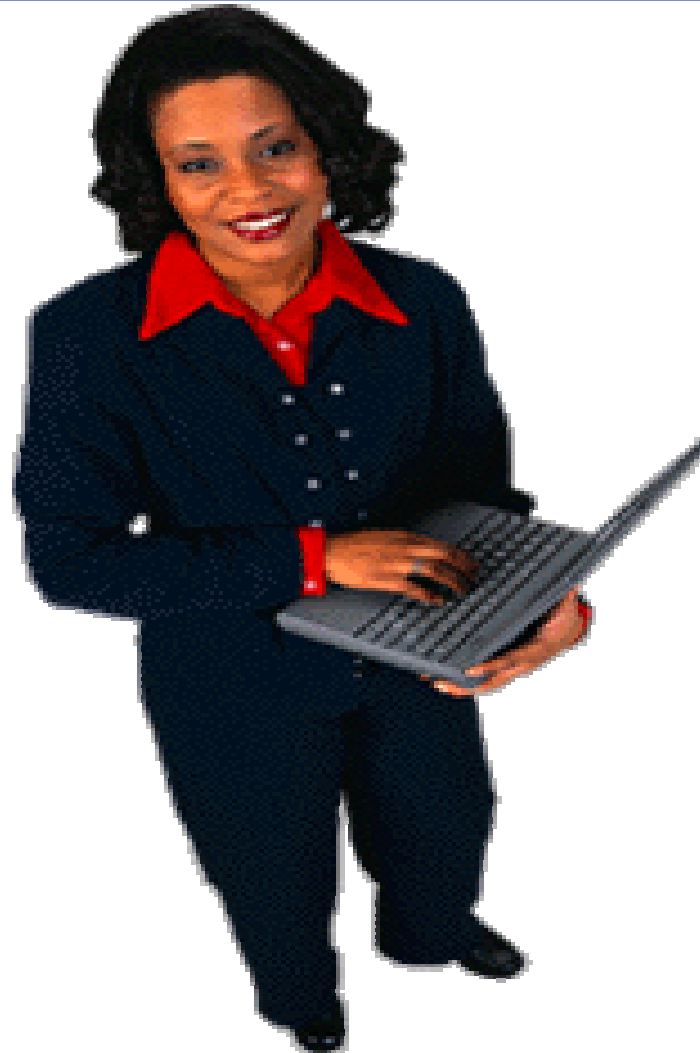
MS04996 12/06/2002

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# Demonstrations and Exercises Introduction

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# Topic 3: Demonstrations and Exercises



- 
- **Process Assessments in Test Mode**
  - **Run Cost Pool Funding Report**
  - **Process Assessments and Display Results**



## Topic 3: Debrief



- Periodic Processing occurs monthly after all other cost activities have been posted and reconciled
- The key steps of processing assessment cycles are:
  - Processing cycles in a test mode
  - Correcting errors
  - Running the Cost Pool Funding Report
  - Performing analyses
  - Validating fund availability and processing for update



# End of Course Review

# Review Objectives & Expectations

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- Everyone here should now be able to:
  - Record Consumption Quantities
  - Establish and Maintain Assessment Cycles
  - Perform Cost Allocations and Period-End Processing



# Available Resources



- SAP Practice Training Instance
- OLQR
- Super-users within each department
- Job Aids



# Extra Practice - SAP Training Instance



- Use data from course training guide to practice transactions

The training database provides a “safe” environment to develop and practice skills without affecting production.

# Congratulations!

# Training Course Feedback



- The on-line training course feedback will:
  - Assess the effectiveness of the instruction and training materials for the course
- To access the feedback form:
  - Launch your Web Browser
  - Enter the following URL address:  
<http://www.zoomerang.com/recipient/survey-intro.zgi?ID=S92WBAWLSKWA&PIN=994RHHDW8RK7>
  - Complete and submit feedback by following the directions within the on-line form

